WAmH Records

Work journal instructions undated

BOX NO: 2 FOLDER NO: 61

WAMH WORK JOURNAL

PURPOSE: turn in twice per semester for evaluation and credit

RECOMMENDED: bound notebook of any size (pockets helpful)

WHAT TO INCLUDE:

1) General
   A) a complete accurate, and legible account of all work done for WAMH
   B) notes on all meetings and training sessions attended, announcements via mail, etc. ; include policy, procedure, & important announcements
   C) comments, observations, and criticisms; write anything about any facet of WAMH, including: management or manager praise or critiques, operational procedure, ideas for improvement, etc.; you can really help by logging any neat ideas you might pick up from other stations

2) Specific examples
   * airshifts
   * work done for WAMH news (include subject and sources)
   * reviewing albums (which ones)
   * preparing albums (taping ang labelling)
   * filing albums
   * envelope-stuffing (for playlist mailings)
   * computer cataloguing
   * production work (making CARTs, etc.)
   * word-processing (updating DJ manual, etc.)
   * reviewing other people's shows
   * drafting, copying, and distributing publicity posters
   * writing for Student or another publication (include copy of piece)
   * cleaning up station
   * running errands
   * doing approved station projects from clipboard (notify manager first)
   * ?

Log of work done should almost always
1) be dated,
2) be verified by manager for whom the work was done,
3) include how much time was spent,
4) include any comments, problems encountered, great revelations, etc.,
5) be legible, understandable, and succinct.

WAMH STEREO FM
AMHERST COLLEGE AMHERST, MASS. 01002 413·542·2224

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